

**HALL MEMORIAL LIBRARY
BOARD OF TRUSTEES' MEETING
MARCH 11, 2014**

MAR 18 2014

TOWN OF ELLINGTON
TOWN CLERK'S OFFICE

- I. Secretary Mary Blanchette called the regular meeting of the Hall Memorial Library Board to order at 7:45 PM. Members present were Mary Blanchette, Mary Clements, Janet Wieliczka, Patricia Grundman, Children's Librarian/Assistant Library Director, and Library Director Susan Phillips. John Halloran and Peter Nickerson were absent with excuse. Richard Petrucci was absent. There was no quorum at this meeting. Marcia Downs was present as Recording Secretary.
- II. Citizens' Forum – Gay Szumyk, a staff member, was present at the meeting.
- III. Approval of Minutes of the February 11, 2014 Meeting – The minutes were reviewed by the members present and were unanimously accepted as written (Wieliczka/Clements).
- IV. Treasurer's Report – The Treasurer's Report for February 2014 was read by Marcia Downs, and reviewed by Board members.
- V. Current Year Budget – Sue Phillips distributed a copy of the Year- To-Date Budget Report for the Year Ending March 31, 2014. Expended totals are exactly where they need to be for the period.
- VI. Library Director's Report – Sue Phillips distributed copies of the Director's Report dated March 11, 2104. The items were reviewed and discussed. A personnel change was noted as follows: Michele Belanger will be joining us as a part-time Reference Librarian for Sundays, from 12:45 TO 5:15 PM, and will earn \$26.50 per hour.
- VII. Friends of the Library Report – Sue Phillips reported that there will be a Book Sale on April 11, 12, and 13, 2014. Books will be \$9.00 per large bag on Friday and Saturday, and will be \$5.00 per bag on Sunday.
- VIII. Old Business – Building Maintenance – A list of items for repair and maintenance (Non-Capital Expenses) was suggested, and comprised the following: repaint the outside metal doors; touch up finish on wood floors in high traffic areas; refinish the woodwork around the water fountains; re-caulk the front columns; repair and refinish the wooden windows in the upstairs areas, and refinish the wood front doors of the original building and the ceiling above. These items may be paid for by the Fowler Maintenance Fund. Sue will begin to get quotes together on these items. – Annual Review of By-Laws – This item will be moved to the next regular Board meeting, due to the lack of a quorum. Sue will supply Board members with up-to-date copies if needed.
- IX. New Business – 2013-2014 Budget Adjustment(s) – The Board of Finance reduced the FY2013-14 budget by \$12,000.00, and the Board decided to take the money from the Custodian Line item.
- X. Trustees' Concerns – Code of Ethics – Sue distributed a copy of the new Code of Ethics, as passed by the Board of Selectmen in January 2014. The Board Members present signed and returned the Acknowledgement of Receipt form at this meeting.
- XI. Correspondence – None.
- XII. Adjournment – The meeting was adjourned at 8:38 PM (Clements/Wieliczka), by a unanimous vote.

Respectfully submitted,

Marcia A. Downs